



## Form Design, Part 2:

Teacher Professional Foundations	
Based on evidence collected and displayed in the artifact report below, review the rationale and provide a formative score, if applicable, and prioritized feedback.	
Professional Foundations Artifacts	
Domain 1: School Responsibilities and Communication	
Review the rationale and provide a formative score, if applicable, and prioritized feedback.	
Professional Foundations Domain 1: Rationale Report	
NONE	
PF1: Understands and participates in school/district-based initiatives and activities	
Component PF1 Formative Score:	<input type="text"/>
Priority Feedback PF1:	
<div> <div>abc</div> <div> <div>🕒</div> <div>Tahoma</div> </div> <div> <div>B</div> <div>I</div> <div>U</div> <div>A<sup>+</sup></div> <div>A<sup>-</sup></div> <div>A</div> <div>ab</div> <div>7</div> </div> <div> <div>☰</div> <div>☰</div> <div>☰</div> <div>🌐</div> <div>☰</div> <div>☰</div> <div>☰</div> <div>📎</div> </div> </div>	
PF2: Solicits, maintains records of, and communicates appropriate information about students' behavior, learning needs, and academic progress	
Component PF2 Formative Score:	<input type="text"/>
Priority Feedback PF2:	
<div> <div>abc</div> <div> <div>🕒</div> <div>Tahoma</div> </div> <div> <div>B</div> <div>I</div> <div>U</div> <div>A<sup>+</sup></div> <div>A<sup>-</sup></div> <div>A</div> <div>ab</div> <div>7</div> </div> <div> <div>☰</div> <div>☰</div> <div>☰</div> <div>🌐</div> <div>☰</div> <div>☰</div> <div>☰</div> <div>📎</div> </div> </div>	
Domain 2: Professionalism	
Review the rationale and provide a formative score, if applicable, and prioritized feedback.	
Professional Foundations Domain 2: Rationale Report	
NONE	
PF3: Acts on the belief that all students can learn and advocates for students' best interests	
Component PF3 Formative Score:	<input type="text"/>
Priority Feedback PF3:	
<div> <div>abc</div> <div> <div>🕒</div> <div>Tahoma</div> </div> <div> <div>B</div> <div>I</div> <div>U</div> <div>A<sup>+</sup></div> <div>A<sup>-</sup></div> <div>A</div> <div>ab</div> <div>7</div> </div> <div> <div>☰</div> <div>☰</div> <div>☰</div> <div>🌐</div> <div>☰</div> <div>☰</div> <div>☰</div> <div>📎</div> </div> </div>	
PF4: Works toward a safe, supportive, collaborative culture by demonstrating respect for everyone, including other educators, students, parents, and other community members, in all actions and interactions	
Component PF4 Formative Score:	<input type="text"/>
Priority Feedback PF4:	
<div> <div>abc</div> <div> <div>🕒</div> <div>Tahoma</div> </div> <div> <div>B</div> <div>I</div> <div>U</div> <div>A<sup>+</sup></div> <div>A<sup>-</sup></div> <div>A</div> <div>ab</div> <div>7</div> </div> <div> <div>☰</div> <div>☰</div> <div>☰</div> <div>🌐</div> <div>☰</div> <div>☰</div> <div>☰</div> <div>📎</div> </div> </div>	
PF5: Acts ethically and with integrity while following all school, districts and state policies	
Component PF5 Formative Score:	<input type="text"/>
Priority Feedback PF5:	
<div> <div>abc</div> <div> <div>🕒</div> <div>Tahoma</div> </div> <div> <div>B</div> <div>I</div> <div>U</div> <div>A<sup>+</sup></div> <div>A<sup>-</sup></div> <div>A</div> <div>ab</div> <div>7</div> </div> <div> <div>☰</div> <div>☰</div> <div>☰</div> <div>🌐</div> <div>☰</div> <div>☰</div> <div>☰</div> <div>📎</div> </div> </div>	

## Form Design, Part 3:

**PF6: Engages meaningfully in the professional development process and enhances professional learning by giving and seeking assistance from other educators in order to improve student learning**

Component PF6 Formative Score:

**Priority Feedback PF6:**

abc [Tahoma] B I U A<sup>+</sup> A<sup>-</sup> A<sup>0</sup> ab<sup>y</sup> [List Bulleted] [List Numbered] [List Disc] [List Circle] [List Square] [List Triangle] [List Diamond] [List Circle] [List Square] [List Triangle] [List Diamond]

**Domain 3: Planning**

*Review the rationale and provide a formative score, if applicable, and prioritized feedback.*

**Professional Foundations Domain 3: Rationale Report**

NONE

**PF7: Plans effectively based on accurate knowledge of how children learn and develop**

Component PF7 Formative Score:

**Priority Feedback PF7:**

abc [Tahoma] B I U A<sup>+</sup> A<sup>-</sup> A<sup>0</sup> ab<sup>y</sup> [List Bulleted] [List Numbered] [List Disc] [List Circle] [List Square] [List Triangle] [List Diamond]

**PF8: Uses data appropriately to plan instruction for a diverse group of learners**

Component PF8 Formative Score:

**Priority Feedback PF8:**

abc [Tahoma] B I U A<sup>+</sup> A<sup>-</sup> A<sup>0</sup> ab<sup>y</sup> [List Bulleted] [List Numbered] [List Disc] [List Circle] [List Square] [List Triangle] [List Diamond]

**Professional Foundations - Summary of Priority Feedback:**

abc [Tahoma] B I U A<sup>+</sup> A<sup>-</sup> A<sup>0</sup> ab<sup>y</sup> [List Bulleted] [List Numbered] [List Disc] [List Circle] [List Square] [List Triangle] [List Diamond]

**Additional Information**

**Additional Comments:**

abc [Tahoma] B I U A<sup>+</sup> A<sup>-</sup> A<sup>0</sup> ab<sup>y</sup> [List Bulleted] [List Numbered] [List Disc] [List Circle] [List Square] [List Triangle] [List Diamond]


**Professional Growth Plan Reviewed:**

☐ Yes ☐ No

**Educator Acknowledgement**

(To be completed by the teacher)

I have read this form and have had an opportunity to comment. Clicking the ACKNOWLEDGE button is equivalent to an electronic signature. My signature does not signify agreement or disagreement.

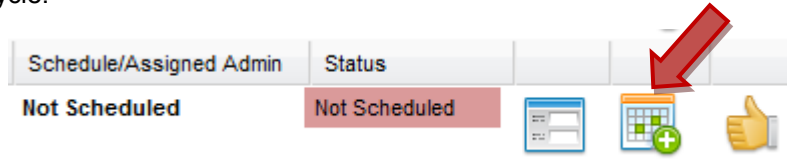
 Print

## Process Overview

### 1. Locate the Form in the Process View

Located on the “My Caseload” tab of the evaluator dashboard, the Process View is the primary means for an evaluator to participate in the evaluation cycles of those educators he/she is responsible for.

After highlighting the target educator in the top portion of the Process View, you will see his/her Evaluation Profile in the bottom portion of the Process View. This area is used to schedule, complete, finalize, and monitor the forms comprising an educator’s evaluation cycle.



### 2. Schedule the Form

After expanding the appropriate observation component (e.g. “Teacher: Mid-Year”), click the form’s corresponding Schedule Form (calendar) icon. This presents a pop-up window asking for date, time, and location. If delegating to another evaluator, select his/her name using the “Administrator” field.

### 3. Complete the Form

1. The Teacher Mid-Year Conference form is comprised of four sections: Student Learning Objectives, Teacher Professional Practice, Teacher Professional Foundations, and Additional Information. Preceding all of these is a Date of Conference field, and following all of these is an Educator Acknowledgement statement to be read and understood by the Teacher. All fields and text areas on this form are visible to both the Evaluator and the Teacher.
2. Many sections of this form contain reference data for display-only and do not require interaction. This includes the Student Learning Objective descriptions, the Rubric Reports, the Component Reports, the Observed Priority Feedback, the Artifacts reports, and the collapsible Professional Foundations rubrics.
3. With the exception of the Additional Comments text area at the bottom of the form, all drop-down fields and text areas on this form must be completed. This includes all component-specific Formative Scores and Priority Feedback in the Professional Foundations section of the form.
4. After entering his/her comments, scores, and priority feedback in all sections of the form, the Evaluator must also indicate whether or not the Teacher’s Professional Growth Plan was reviewed during the Mid-Year Conference. This is done using the **Professional Growth Plan Reviewed** field at the bottom of the form in the Additional Information section.

- Once all required fields have been completed, the Evaluator clicks the **Submit** button.

#### 4. Form Acknowledgement

As per Form Settings, this form requires teacher acknowledgement. That means the teacher will receive an email notification requesting acknowledgement. The teacher then logs in to EPSS, reviews the form, and clicks the **Acknowledge** button at the bottom of the form so it can then be finalized by the evaluator. This is also an opportunity for the teacher to **Comment** on the form.



#### 5. Finalize the Form

The Finalize Element function is found in the **Evaluation Profile** of the **Process View**.

- From the user's **Evaluation Profile**, expand components to locate the form in question.
- Click the Finalize (thumbs up) icon to the right of the Schedule icon.
- Select:

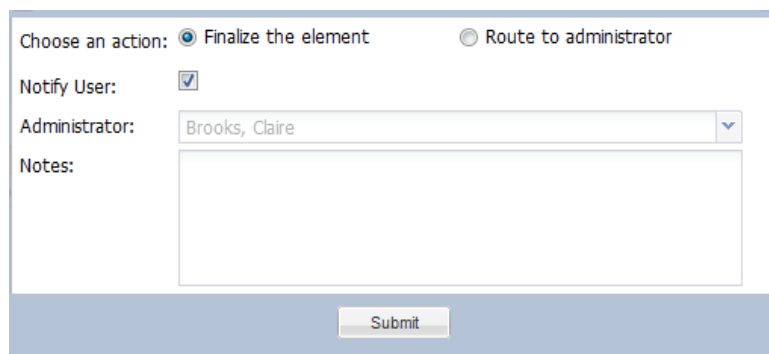


- "Finalize the element" and click Submit on the pop-up window to immediately finalize the form.

OR

- "Route to Administrator" and click Submit in cases where another evaluator needs to review and finalize the form.

**NOTE:** Check the Notify User box, if you wish to send an email to the educator indicating that the form has been finalized or routed to another evaluator to finalize.

A screenshot of a pop-up window titled 'Choose an action:'. It has two radio buttons: 'Finalize the element' (which is selected) and 'Route to administrator'. Below this is a 'Notify User:' checkbox which is checked. Then there is an 'Administrator:' dropdown menu showing 'Brooks, Claire'. Below that is a 'Notes:' text area. At the bottom right is a 'Submit' button.